



Flying of Flags Policy

1/03/2022

Policy No: CCC #####

(Policy numbers are issued via Governance. Please send your draft document to governance@centralcoast.nsw.gov.au)

[REMOVE these instructions once a policy number is obtained]

Policy owner:	Community & Culture
Date of approval:	Day/Month/Year
Policy category:	Operational
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Purpose

The objective of this policy is to establish guidelines for the flying of official flags on Central Coast Council owned or operated buildings or property.

Policy Summary

Central Coast Council control a range of flag poles. These poles are for official and national flags to be flown, included the Australian National flag, the Aboriginal flag, the Torres Strait Islander flag, the State of New South Wales flag and the Central Coast Council official flag. The administration of these flag poles is guided by State and Federal Government protocols.

Policy Scope

This policy applies to all official flags flown across Central Coast Council owned or operated sites.

This policy does not apply to banner poles and other infrastructure outlined in Council's *Street Banner Policy*.

Policy Statement

Protocols

Flags flown at Central Coast Council sites will be in accordance with the Australian Flags Booklet publication of the Department of Prime Minister and Cabinet and the Premiers Department of New South Wales publication 'Flags and Emblems of NSW'.

Flying of flags outside Council Administration Building

The Aboriginal flag, NSW State flag, Australian flag, Torres Strait Islander flag and Central Coast Council flag will be permanently flown from the Administration Building flagpoles. They will be placed in abovementioned order, left to right, from the view of an observer facing the Administration Building.

Flags will not be flown if damaged, faded or dilapidated.

Flying of flags inside Council Chambers

The Australian flag, Aboriginal flag, Central Coast Council flag and NSW State flag will be permanently on display within Council Chambers. They will be placed in the abovementioned order, from left to right, from the view of the observer facing them.

Flags will not be flown if damaged, faded or dilapidated.

Flying of flags on Council owned public spaces

Flags flown on flag poles situated on Council owned and operated public or open spaces will be done so in accordance with State and Federal Protocols.

Flags will be raised on appropriate occasions at the discretion of the Chief Executive Officer.

Flying of flags outside Council operated community facilities

Flags flown on flag poles situated on Council operated community facilities will be done so in accordance with State and Federal Protocols.

Flags will be raised on appropriate occasions at the discretion of the Chief Executive Officer.

Flags other than the Australian, Aboriginal, Torres Strait Islander, State or Council flags

Flags other than the Australian, Aboriginal, Torres Strait Islander, NSW State or Central Coast Council flags are only to be flown at the Administration Building, Council-owned public spaces or Council-owned community facilities on occasions to be determined by the Chief Executive Officer.

Flying of flags at half mast

Council will fly flags at half mast as a sign of mourning on appropriate occasions at the discretion of the Chief Executive Officer.



Definitions

In this policy:

Council means Central Coast Council

LGA means Local Government Area

Policy means Flying of Flags Policy

Flag means a material item bearing official or national symbols including the Australian National Flag, the Aboriginal Flag, Torres Strait Islander Flag, the State of New South Wales Flag and the Central Coast Council official flag

Flagpole refers to Council-owned and/ or operated vertical flagpole

Half Mast means when the top of a flag is one third of the distance down from the top of the flagpole.

Related resources

Legislation:

[Flags Act 1953](#)

Associated documents:

The Australian Flags Booklet, Department of Prime Minister and Cabinet

'Flags and Emblems of NSW' Premiers Department of New South Wales

History of revisions

Policy amendment history and version details

Amendment history	Details
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Original approval authority details

<remove or amend as required >

X

<First name> <Surname>
 Chief Executive Officer, Central Coast Council

XX/XX/20XX <insert Council Meeting date and minute number of resolutions adopting the policy <remove if not needed>

State reasons for creation of policy